

## **ANNOUNCEMENT NUMBER: 12-035**

**OPEN TO:** Current Employees of the Mission, Eligible Family Members (EFMs) and Members of Household (MOH) - All Agencies All

**POSITION:** **SUPPLY CLERK (RECEIVING), FSN-5/ FP-9\***

**OPENING DATE:** June 26, 2012

**CLOSING DATE:** July 10, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: US\$ 31.963.00 p.a. be confirmed by Washington (Position Grade: FP-9 to be confirmed by Washington)

\*Ordinarily Resident: US\$ 22.846.00 p.a. (Starting salary)  
(Position Grade: FSN-5)

**LENGTH OF HIRE:** Permanent Position

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Luanda is seeking individuals for the position of Supply Clerk (Receiving) in the General Services Section in Luanda.

### **BASIC FUNCTION OF POSITION**

The Receiving Clerk receives incoming shipments and reconciles the packing lists with the Purchase order or other ordering document. The Receiving Clerk performs all receiving functions for the Embassy, housing 5 agencies with 40 officers. The Receiving Clerk is directly supervised by the General Services Officer.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 64 11 61 or 222 64 12 84.

### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **REQUIRED EDUCATION**: Secondary School is required. (High School diploma)
2. **REQUIRED WORK EXPERIENCE**: One to two years of related experience in receiving, supply or purchase.
3. **REQUIRED LANGUAGES**: Level III English (working knowledge) is required. Level IV Portuguese (good working knowledge).
4. **OTHER REQUIRED SKILLS/ABILITIES**: Must have the ability to acquire detailed knowledge of DOS supply procedures and instructions. Must be familiar with specific expendable and non- expendable items and be able to recognize them by sight or from oral description.
4. **REQUIRED JOB KNOWLEDGE**: Computer knowledge is essential. Word, Excel, InfoForms, Intranet, Outlook and databases is required.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Officer  
American Embassy Luanda  
Attention: Samuel Kawewe  
Av Presidente Houari Boumediene, No. 32, Luanda

**POINT OF CONTACT**

Human Resources Office  
Attention: Olga Campos  
Telephone: 222 641 161  
FAX: 222 641 095

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent that is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safe haven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or

establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: JULY 10, 2012**

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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Maureen Yates  
Human Resources Officer